



P.O. Box 942704  
Sacramento, CA 94229-2704  
(916) 326-3420  
Telecommunications Device for the Deaf  
No Voice (916) 326-3240

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# **Circular Letter**

TO: PUBLIC AGENCIES

SUBJECT: NEW PROCEDURES FOR LOCAL SAFETY DISABILITY/INDUSTRIAL  
DISABILITY RETIREMENT APPLICATION PROCESS

The California Public Employees' Retirement System (CalPERS) business practices are changing to an automated process for the Disability and Industrial Disability Retirement Applications by using a Workflow System.

Workflow will enable CalPERS to streamline its processes by eliminating the manual procedure of routing and tracking paperwork to the appropriate business areas and allowing multiple designated users to access a member's record at the same time. The Retirement Applications, supporting documents and letters will be imaged and sent electronically to designated workstations for review and appropriate action, thereby improving processing time.

Currently when a Local Safety member applies for retirement, CalPERS sends the employer a letter informing them of the member's request along with a copy of the retirement application. In the new process the employer will continue to be notified of the member's request but a copy of the retirement application will no longer accompany the letter. This is being done to speed up the acknowledgment process to the employer and utilize the workflow capabilities.

The Disability and Industrial Disability Retirement Application Package is currently being modified to include these new instructions and is expected to be released by Spring of 2003.

As always thank you for your continued support of CalPERS' process changes, which will enable us to serve our customers better. If you have any questions, please contact the CalPERS Call Center at 1-800-352-2238.

Kenneth W. Marzion, Chief  
Actuarial and Employer Services Division